

# BALANCING THE CENTER BOOKS

The Finance Division is headed by Douglas T. Cowart, Supervisor of Finance. This Division is comprised of four sections: Property Accounting, Timekeeping, Employment, and Personal Records.

The Property Accounting section is conducted by the following persons: John F. Williams, Chief Clerk; Junichi Nakagawa as cost accountant; Sue Minakami and Sumiyo Jitsumyo as secretaries. The functions of the property accounting unit consist, as the name implies, of acknowledging receipt of and recording the acquisition of all Federal property and of maintaining records as to its value and location. Records are also maintained covering the incorporation and consumption of all property and the value of such property used in the operation of the Center.

Property inventories of the various other Divisions operating under the Center Administration are submitted monthly to the Property Accounting unit for reconciliation. Periodic inventories of the Center Store and audits of the accounts of the Center Cashier are also the responsibilities of this Division.

Food costs are computed per meal per person, and such information is furnished the Center Manager and the San Francisco office.

The clothing allowance ledgers, which at present represent a liability of approximately \$80,000.00, are handled by Thomas Kasai, accountant.

It is also necessary for the Finance Division to maintain a corps of counters to tally the coupons taken in by the Center Store. This group under the direction of Mrs. Tom Inouye, consists of the following persons: Rosio Hiraga, Shizuko Hiraga, Kazuko Kiino, Kiyoko Kiino, and Beatrice Tamura.

## CHECK AND DOUBLE CHECK THE OFFICES

### TIMEKEEPERS, SERVICE DIVISION

Jango Nishimine, Supervising  
timekeeper  
Satoshi Kusakai, Timechecker  
Nancio Masuda, Timechecker  
Frank Fujita, Timechecker

### ADMINISTRATIVE OFFICES

Hiro Amano, Supervising  
timekeeper

### TIMEKEEPERS, SUPPLY, POLICE, WAREHOUSE

Bill Kitamura, Supervising  
timekeeper  
Edwin Funahashi, Timechecker

## RUG CUTTING, DOG EATING, BALL TOSSING

The social activities of the Finance Division included a street dance, the first wicner bako sponsored in the Center, and a timekeepers' dance.

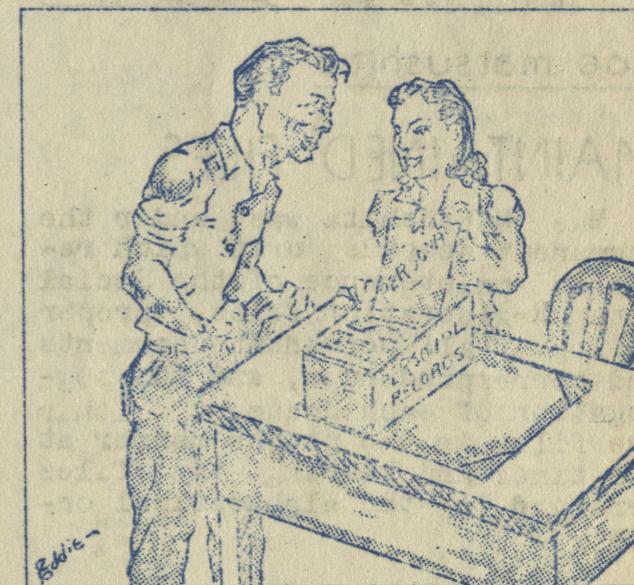
This Division also sponsored, the "Gauchos" in "A" class league basketball team, and a class "B" baseball team known as the "Cardinals".

# ON THE GRAY TRAIN

C. I. Wohler, officer of the Personal Records section, supervised several units in the Personal Records section under the Administrative structure of this Center. He has undertaken this huge task and fulfilled his duties and responsibilities very capably. The various units under his systematic direction functioned smoothly for the past five months.

## PERSONAL RECORDS SECTION OFFICE

Charles I. Wohler, Personal Records Section Officer  
Arthur H. Peters, Administrative Timekeeper  
Chiyo Mano, Secretary  
Mary Mochizuki, Employment  
Hiro Kamikawa, Accounting  
Mary Kishiue, Roster Movements and Reports  
Mao Matsushita, Records File  
Leis Yoshinaga, Social Data Registration  
Helen Nikaido, Occupational Records  
Yuriko Nishimine, Assignment  
Kiku Nakamichi, General Office Clerk  
Sumiko Tsuji, General Office Clerk  
Joe Inami, Messenger



mary mochizuki

## CONTROLLED LABOR REQUISITIONS

The first unit of Employment was under the supervision of Mary Mochizuki. The duties connected with the Employment section were: responsibilities for the control of all labor requisition, proper checking of requisition from all divisions before work assignments were made, and checking of all work assignments before they were filed upon return from the timekeepers.

yuri nishimine

## ASSIGNED, CLASSIFIED WORKERS

Assignment and Re-assignment section was supervised by Yuri Nishimine who prepared all work assignments, including transfers and re-classifications. Before work assignments were made, labor requisitions had to be checked

against the family records to determine correct spelling of names, correct identification numbers and addresses. Also the last assignment had to be checked to determine if the transfer of re-classifications are effective.